

0420.01 Standardized Travel Regulations

Issued January 6, 1997

SUBJECT: Standardized Travel Regulations

APPLICATION: Executive Branch Departments and Sub-units; classified and non-classified State employees, and non-State employee consultants and advisers when authorized by the executive head of the respective agency.

PURPOSE: To specify applicable travel expense regulations and reimbursement rates, with related authorization, reporting and accounting requirements.

CONTACT AGENCY: For questions in each area which cannot be answered by agency's Administrative Services staff:

Authorization, Regulations, Rates, and Forms

DMB – Vehicle and Travel Services
Secondary Complex
6951 Crowner Dr.
Lansing, Michigan 48913

or
P.O. Box 30026
Lansing, MI 48909

TELEPHONE: 517/335-0290 (DMB-VTS); 517/373-1011 (DMB-OFM)

FAX: 517/322-1423 (DMB-VTS); 517/373-6458 (DMB-OFM)

SUMMARY: Respective Roles of DMB: Vehicle & Travel Services has responsibility for Authorization, Regulations, Rates, Forms and Standardized Travel Regulation. Office of Financial Management is responsible for Reporting and Accounting.

APPLICABLE FORMS: DMB-34 (Rev. 3/96), Request for Out-of-State Travel Authorization and In-State and Out-of State Travel Expense Advance.
DMB-23 (Rev. 9/98), Travel Expense Voucher
DMB-1681, Travel Expense Exception Report

PROCEDURES:

For current Standardized Travel Regulations and official travel reimbursement rates, contact Vehicle and Travel Services or visit the State of Michigan website.

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